

A - D

Account ChartField

The Account ChartField is used to specify the balance sheet account or operating account on financial transactions. Each ChartField is assigned an account type which indicates whether the value entered in the Account ChartField is an asset, liability, fund equity, expenditure or revenue type account. It is a required ChartField on all transactions.

Accounting Date

The date that a transaction is recognized as opposed to the date the transaction actually occurred - the transaction date (although the two dates can be the same). The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting

Activity ChartField

The Activity ChartField is used to specify the individual task or sub-components that compose a project. It essentially is the minor phase of a project.

Business Unit ChartField

The Business Unit Chartfield can represent an organization or sub-set of an organization that is independent with regard to one or more operational or accounting functions. This ChartField may have different definitions in the various Core-CT modules. Typically, the General Ledger (GL) Business Unit is used to define a financial reporting entity for GL reporting purposes.

ChartFields

The data fields and values used on transactions to specify an accounting distribution are called ChartFields. Each Chartfield is used to record a specific view of financial data. A combination of ChartFields defines an account distribution used to create journal entries in the Core-CT general and subsidiary ledgers. The ChartFields used in Core-CT are:

- GL Unit
- PC Business Unit
- Fund
- Special ID (SID)
- Program
- Department
- Project
- Activity
- Source Type
- Account
- Budget Reference

Class

The Class ChartField is used to identify the Special ID (SID) in the HRMS modules.

Department Chartfield

The Department Chartfield identifies the financial management organizational entity associated with a particular financial transaction. Organization values represent any divisional breakdown of an entity into operating units such as different departments in universities or bureaus in state government. Combined with other ChartField values, they form the basis for department budgets that track expenditures and revenues.

Distribution

On a requisition document, the accounting string for a proposed purchase. The order of requisition entry is: Requisition Header, Line, Schedule, and Distribution.

Distribution Line

A double-sided, balanced accounting transaction that has not been journalized. These detail lines carry the lowest level of information usually coded with the general ledger account to which they are eventually posted.

E - I

Effective Date

A method of dating information in your system. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect.

Encumbrance

An encumbrance is often the second step in the procurement life cycle and usually takes the form of a purchase order or contract. It records the legal obligation to expend funds.

eProcurement

The ability to request, approve, create and send purchase orders in an online environment.

Expenditure

An expenditure is the last step in the procurement life cycle. The vendor issues an invoice to notify the customer that services or goods have been provided. In response, the customer enters a voucher in order to record the amount payable and to initiate the actual expenditure.

Fund Chartfield

The Fund Chartfield defines a fiscal and accounting entity with a self-balancing set of accounts. It records cash and other financial resources, together with related liabilities and residual equities or balances, and any corresponding changes. Funds are segregated for the purpose of conducting specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations (e.g. Restricted Fund). It is a required Chartfield on all transactions.

J - P

Origin

The departments, divisions, or other work units of an agency. Used for routing workflow. An entry point for transactions into a Core-CT system. Origins can designate both online and background interfaces and can be defined to have their own editing and default options.

PO Change Orders

Any material change to a purchase order after it has been dispatched to the vendor. The changes to a purchase order are tracked by change order number in the header and by sequence number on the affected line(s) of the PO. PO Change Orders have the same approval steps as the original PO.

Pre-encumbrance

A pre-encumbrance is often the first step in the procurement life cycle and usually takes the form of a requisition. The pre-encumbrance indicates the intent to consider, not the legal requirement to make, a purchase or to obligate funds.

Program Chartfield

Programs are Core-CT of related activities that cross organizations and are directed towards the accomplishment of a set of recognizable objectives. The State may set up program ChartField values to track revenue and expenditures for, and apply budgetary control to, programs within each business unit.

Project ID

Alpha-numeric Core-CT ChartField used to uniquely identify and accumulate financial transactions with a limited time span.

P - Z

Requisition

The requisition is the first step in the purchasing cycle. Only authorized users will be able to enter requisitions online.

Requisition Header

Information such as requisition date, origin, requestor name that forms the first page of a requisition. Entering the requestor name automatically populates the document with information relevant to the requestor (e.g., Department ID, Ship to Location).

Schedule

On a requisition document, schedule information defines when and where an item will be delivered. A line may have multiple schedules. The order of requisition entry is: Requisition Header, Line, Schedule, and Distribution.

SetID

The label that identifies a TableSet.

SID ChartField

The SID ChartField uniquely defines appropriation budgets. Also defines the source and use of funding in non-appropriated funds.

Sourcing

The process through which requisitions become purchase orders.

Time Reporting Codes (TRCs)

Codes that enable an agency to track employee time in order to maintain their (agency's) compensation and administrative requirements (i.e. TRCs may be used to track all types of Regular time: tardy, meeting, non-productive, and sick).

Voucher

An internal document or form used to authorize the payment of a vendor invoice.

Workflow

Core-CT workflow provides automated routings between individual financial, Core-CT or activities. For example, when an invoice is entered into the system, an approval and payment process is initiated, whereby one person must review and approve the

invoice/voucher, and another person submits payment to the vendor. Workflow could be utilized to automate the passing, approval, and payment of this voucher.